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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

October 6, 2008

TO: Local and Intermediate School Superintendents, Public School Academy  
Directors, Nonpublic School Administrators, and Residential Child Care  
Institutions

FROM: Carol Wolenberg, Deputy Superintendent *cw*

SUBJECT: Verification of Eligibility for School Meals

Verification is confirmation of students' eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program. Annually, each Local Educational Agency (LEA) must select and verify a sample of applications approved for meal benefits by November 14, 2008.

Administrative Policy #4 of School Year 2008-2009 – Verification of Eligibility for School Meals is posted at:  
[http://www.michigan.gov/documents/mde/4\\_Verification\\_251276\\_7.doc](http://www.michigan.gov/documents/mde/4_Verification_251276_7.doc), and explains the verification process in more detail. Attached to this Administrative Policy are two lists of LEAs: 1) Schools Required to Use Basic Sampling for School Year 2008-2009, and 2) Schools Required to Submit an Improvement Plan for Certification and Verification for School Year 2008-2009. The deadline for completing Verification of Eligibility for School Meals, including submitting an Improvement Plan for Certification and Verification for School Year 2008-2009, is November 14, 2008.

Questions regarding the content of this memo may be directed to the School Nutrition Training and Programs office by e-mail to [MDE-SFAVerificationReport@michigan.gov](mailto:MDE-SFAVerificationReport@michigan.gov) or phone 517-373-3347.

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